



## **Modular Systems Network, Inc**

**13706 Highway 8 Business Unit B**

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**Modular Systems Network, Inc is a Service Disabled Veteran-Owned, Small Business**

**GSA Contract Number GS-28F-0004T**

**FCS Group 71 Part II Section H**

### **Packaged Office**

Please view our alternate contract information (GS-29F-0001S) for Comprehensive Furniture Management services offered. Our website offers more details about our company, please visit us at [www.msnofficefurniture.com](http://www.msnofficefurniture.com) . Modular Systems Network, Inc is pleased to offer our clients with a full range of services. From inception to completion, Modular Systems Network, Inc guides you every step of the way, providing insight and expertise to keep your project within budget, and on schedule.

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## 1- Packaged Office

In addition to wide variety of product lines, MSN is able to accommodate total turnkey projects with a single purchase order. The customer provides specific task requirements, which define the course of action by outlining the requirements and defining the desired outcome. We develop the initial design, and work with the client to determine the best use of space, to maximize efficiency. MSN provides technical resources as well as Installation Services, Space Planning, Reconfiguration, and Interior Design.

MSN ensures that all products are delivered to the job site in an acceptable and fully operational condition within the specified time frames. MSN fulfills the technical specifications, and terms and conditions of each order issued. All deliveries and installations are prioritized and coordinated with required parties. MSN prepares and maintains all records and documentation appropriate for project administration and assists in any dispute/resolution issues.

### 1a- Awarded SIN numbers:

#### SIN 71-1

Installation	\$49.50
Warehousing	\$1.50/ square foot
Site Preparation	\$1.50/ square foot
Ancillary Services	\$85.50
Staging	\$85.50

#### SIN 711-91

Project Management (Furniture Related)	\$85.50
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#### SIN 711-94

Office Design/Layout Services	\$85.50
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#### SIN 711-95

Office Furniture Installation Services	\$49.50
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#### SIN 71-393

Special Use Furniture Design Services	\$85.50
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#### SIN 71-394

Special Use Furniture Reconfiguration Services	\$49.50
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#### SIN 71-395

Special Use Furniture Installation Services	\$49.50
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**1b-** N/A pricing for products provided under GS-28F-0004T are as negotiated and agreed by individual manufacturers

**1c-** Description and training requirements for Commercial labor categories:

**Installation- 71-1, Office Furniture Installation Services 711-95, Special Use Furniture Reconfiguration Services 71-394, and Special Use Furniture Installation Services 71-395**

**Installer:**

**Minimum/General Experience:**

- Trained on product installation and Company policies and procedures
- Completed certified installation training.

**Functional Responsibility:**

- Assists in installation of products.
- Follows instruction of Installation Foreman.

**Installation Foreman:**

**Minimum/General Experience:**

- Minimum five (5) years installation experience.
- Must be a high school graduate.
- Must be factory trained.

**Functional Responsibility:**

- Supervises installation crews.
- Assigns installation tasks.
- Trains new hires on product installation.
- Trained on product installation and Company policies and procedures.

MSN provides all services required for the reorganization and consolidation of existing facilities, and/or opening new facilities. The services provided under this category may include, but are not limited to:

- Scheduling and monitoring project work.
- Coordinating with architecture, engineers, telecommunications specialists, vendors, installers, and renovation trades people.
- Developing furniture reuse plans.
- Acquisition of new furniture
- Coordinating the move and managing the post-move resolution.
- Services are provided and completed with maximum cost efficiency and minimum business disruption.
- The existing and new location information is tracked in our system. This information can be manipulated to provide reports to develop an accurate furniture inventory and tagging for moving purposes.
- Development of workstation design standards.
- Installation documents from existing space plans.
- Preparation of product evaluations and specifications and CAD generated installation drawings.

## **Project Management (Furniture Related) 711-91**

### **Project Manager:**

MSN's project management services provide comprehensive support for design, furniture selection, product, reconfiguration, relocation, increasing, or downsizing office spaces and similar facilities. We work with our clients to determine space forecasting and building analysis. We provide both the space plan and 3-dimensional drawings. This includes the interior design and configuration of the office assets.

- Develop project management and implementation strategies, which identify all significant issues related to the project.
- Partner with the client and manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in preparing the budget requirements for the furnishing and equipment, acquisition, delivery, and installation.
- Manage logistics of interior renovations and furniture installation.

### **Minimum/General Experience:**

- Minimum of one (1) year management experience.
- Minimum of one (1) year experience coordinating multiple projects.
- Minimum one (1) year experience in customer service.
- Must be a high school graduate.

### **Functional Responsibility:**

- Develops and coordinates project timelines.
- Meets with the end user to obtain physical requirements.
- Responsible for the successful completion of all work required by task orders.

## **Office Design/Layout Services 711-94, and Special Use Furniture Design Services 71-393**

### **Design**

Furniture Design/Layout services will provide Customer Agencies with complete interior design, furniture consultation, and/or product specifications. Services may include, but are not limited to:

- Evaluate the Customer Agency's overall office space and furniture needs, existing inventory, space standards, functional office environment, workflow, and special space or electronic/data requirements.
- Formulate design solutions.
- Develop detailed plan in an electronic format (AutoCAD, Giza, PDF. etc.) based on the service provider's evaluation, proposed design solutions, and the Customer

Agency's requirements. The schematic space plan shall be produced in sufficient detail to be reviewed for approval by the Customer Agency and its sub-components. Modular Systems Network, Inc will produce all drawings and other documentation of the approved plan containing detail of design intended for use by other parties such as electricians, furniture installers, etc.

- When necessary, MSN manages the process of proper disposition of Federal Government furnishings when reuse is not deemed appropriate or not recommended.

**Minimum/General Experience:**

- Minimum two (2) years AutoCAD experience.
- Minimum five (5) years of design experience.
- Must be a high school graduate.
- Must complete AutoCAD and Giza training.

**Functional Responsibility:**

- Meets with the end user to obtain physical measurements.
- Develops detailed space plan per end users requirements.
- Revises plans as needed.

**2. Maximum Order:** The maximum order amount per single order is \$100,000.00 for services and the maximum order limit of product per the manufactures GSA contract.

**3. Minimum Order:** The minimum order amount per single order is \$100.00

**4. Geographic Coverage:** Worldwide

**5. Points of Production:** All products offered on GSA Schedule comply with the Buy American Act. Points of production vary based on manufacturer's geographical location.

**6. Discount from list price:** N/A

**7. Quantity Discount:** None for services. Manufacture's GSA contract quantity discount will apply on product.

**8. Prompt Payment Terms-** Net 30

**9a. Government Purchase Cards** are accepted at or below the micro purchase threshold.

**9b. Government Purchase Cards** are accepted above micro purchase threshold.

**10. Canada (On GSA Schedule)**

**11a.** Delivery time will be negotiated with each Federal Agency placing an order, and determined by each Manufacturer on our contract.

**11b.** Available for all services and can be negotiated with MSN.

**11c.** Overnight and 2-day delivery are available depending on the manufacturer. Please contact Modular Systems Network, Inc headquarters for rates for overnight and 2-day delivery.

**11d.** Urgent Requirements: When the Federal Supply Schedule contact delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged (if time permits) to contact the contractor for the purpose of obtaining accelerated delivery.

**12. FOB Points:** Destination in the continental United States.

**13a.** Modular Systems Network, Inc  
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**13b.** Ordering Procedures: Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders to request services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

**14.** Modular Systems Network, Inc  
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**15.** Warranty Provision: Per each Manufacturer's GSA contract.

**16.** Export Packing Charges- Based on per project basis

**17.** None

**18.** Per Manufacturer's warranty.

**19. Installation Services:** \$49.50 per hour for installation projects up to \$500, Installation projects above \$500 will be negotiated on a project-by project basis.

**20.** Per Manufacturer's GSA Schedule

**20a.** Terms and Conditions of additional Services

**Warehousing:** \$1.50 per square foot

**Site Preparation:** \$1.50 per square foot

**Ancillary Services:** \$85.50 per hour

**21.** Service Points- Worldwide; distribution points- per manufacturer

**22. List of Participating Dealers:**

<b>Manufacturer</b>	<b>Products Available</b>	<b>Website</b>
<b>Trendway</b> GS-29F-0165G	Systems furniture, seating, full height wall systems, filing systems, office furniture	<a href="http://www.trendway.com">www.trendway.com</a>
<b>Jofco</b> GS-29F-0022J	Case goods, seating, executive conference furniture	<a href="http://www.jofco.com">www.jofco.com</a>
<b>Arcadia Chair</b> GS-28F-1042C	Seating-executive, conference, training tables	<a href="http://www.arcadiacontract.com">www.arcadiacontract.com</a>
<b>Fixtures Furniture</b> GS-29F-2007D GS-29F-5234A	Seating- tandem, children's, guest; Tables- children's, multi-purpose	<a href="http://www.fixturesfurniture.com">www.fixturesfurniture.com</a>
<b>F.E. Hale Manuf.</b> GS-28F-2109D	Bookcases, library furniture	<a href="http://www.halebookcases.com">www.halebookcases.com</a>
<b>Peter Pepper</b> GS-28F-2062D GS-28F-1100C GS-29F-5382A GS-07F-0323N	Occasional tables, desks, benches, partitions, magazine racks, planters, office accessories	<a href="http://www.peterpepper.com">www.peterpepper.com</a>
<b>Egan Visual</b> GS-29F-8666A GS-28F-0011R	Tack boards, market boards	<a href="http://www.egan.com">www.egan.com</a>
<b>Global Distributors</b> GS-28F-0025J	Casegoods, filing/storage, tables, seating	<a href="http://www.globaltotaloffice.com">www.globaltotaloffice.com</a>
<b>The Taylor Co.</b>	Casegoods, tables, Seating	<a href="http://www.thetaylorcompanies.com">www.thetaylorcompanies.com</a>

**23.** N/A

**24a.** N/A

**24b.** N/A

**25.** DUNS number- 807937446



**26.** Modular Systems Network is CCR registered

**27.** No uncompensated overtime.

### **Additional Information**

#### **Placing and Finalizing Orders**

With the authorization of your contracting organization a service request should be faxed to Modular Systems Network, Inc (619-440-3333). An initial consultation meeting will be scheduled upon receipt of the request to ensure that Modular Systems Network, Inc is clear on the requirement and that it can be executed under the schedule.

Modular Systems Network, Inc will provide a technical proposal, work plan, and price proposal to satisfy the requirement. Project management plans shall be reviewed by the COTR, who has the right to accept or decline them. Modular Systems Network, Inc must satisfy all requirements of the Government for approval.

A finalized task order may be executed if an agreement on services to be performed is reached in a timely manner. Firm, fixed price for task orders is based upon fixed hourly rates, the negotiated level of effort for each service, deliverables, and all other terms agreed upon.

Task orders are finalized when they have a signature of the COR and the president or vice president of Modular Systems Network, Inc. Until the task order is signed by both the COR and president or vice president of Modular Systems Network, Inc, no work shall be performed.

Upon review and approval of Modular Systems Network, Inc's proposal, the Government will issue, via the appropriate contracting office, a task order and Notice to Proceed.

#### **Invoices and Payment**

Upon completion of ordered services, an invoice will be promptly submitted by the contractor. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices will be submitted separately to each Government office ordering services under the contract.

GSA contract number GS-28F-0004T allows Modular Systems Network, Inc (MSN) to offer packaged office products such as:

- Systems Furniture- Workstations
- Seating
- Cased Goods
- Conference Rooms
- Media Furniture- AV

- Filing cabinets and systems
- Mailroom furniture
- Full height wall systems
- Computer Furniture
- Training and educational Furniture
- Ergonomic Furniture and Accessories
- Lobby and Waiting Room Furniture
- Break Room Furniture
- Cafeteria- Tables and Seating
- Library Furniture and Shelving
- Healthcare Furniture- Hospitals, Doctors offices, etc.

MSN is responsible for delivering complete turnkey solutions for their customers. The customer provides specific task requirements, which define the course of action by outlining the requirements and defining the desired outcome.

We pride ourselves in the quality of products and services we offer under our awarded GSA contracts.

Utilizing MSN's packaged office and Comprehensive Furniture Management saves our clients time and money. The extensive compilation of MSN's satisfied clients includes:

Government:

- NASA Dryden Flight Research Center
- US Navy
- US Marine Corps
- Department of State

Commercial:

- San Diego City Schools
- Scripps Healthcare Facilities
- M&M Mars Building

MSN will fulfill the requirements of each project, outlined in person meetings with our Project Management specialists; meeting timelines, budgets, and expectations. We strive to exceed the overall expected outcome of every project.

Please contact our headquarters to receive more in depth information on products and services offered. We will schedule a meeting with our design consultants and project management team to ensure that MSN will provide the best services, and fulfill all of your furnishing needs.

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**Toll Free: 888.844.2640**

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